



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT (EDUCATION SPECIALIST) Education & Licensing Services Division

Job Posting Number:	1502-16-ELS	Monthly Salary:	\$3,081.00
State Classification:	Education Specialist I	Class No., Group:	0820, B17
Location:	Austin	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	Travel:	None
Posting Date:	February 23, 2015	Closing Date:	Until Filled
Job Summary:	Review and process continuing education provider and course applications to ensure compliance with The Real Estate License Act and the rules of the Commission. Process instructor applications. Review and process course completion documents. Perform complex data entry. Assist the public and license holders via written communication, by telephone or in person. Possess working knowledge of all education and related licensing processes.		
Minimum Education:	Graduation from an accredited 4-year college or university. Experience may substitute for education on a year for year basis.		
Experience:	Two years work experience reviewing documents for completeness and compliance with rules or regulations <u>OR</u> Two years work experience reviewing or developing curriculum for adult learners		
Knowledge, Skills and Abilities:	<ul style="list-style-type: none">• Knowledge of general business procedures and use of standard office equipment• Skill in operating a personal computer with word processing, database and spreadsheet software• Effective verbal and written communication, human relations and organizational skills• Ability to communicate professionally via telephone and email• Ability to accurately review and evaluate documents for completeness and acceptability based on agency statutes, rules or procedures• Ability to perform accurate data entry and data retrieval on the computer database• Ability to work successfully in a dynamic, multi-tasking environment• Ability to successfully function as a team member and work effectively with team leaders, managers and co-workers• Ability to provide accurate guidance to education providers and instructors regarding compliance		
Preferred Qualifications:	Work experience in a field within the Texas real estate industry		
Job Duties:	<ul style="list-style-type: none">• Review and process education provider, course, and instructor applications and course completion documents• Apply agency rules or regulations when processing work• Review applications for completeness and compliance with agency statutes and rules• Enter money batches and complex application information into a database• Assist educators, instructors, license holders and the public via telephone or in person• Update license holder files• Perform records management tasks• Work as a team member and project a professional image to both internal and external customers• Maintain professional demeanor that contributes to teamwork• Use personal computer to respond to emails and compose written correspondence		

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TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

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(Continued)

- Job Duties cont:**
- Use scanner, copier, multi-line telephone system, fax machine and other business machines to accomplish daily tasks
 - Perform other duties as assigned
- Additional Requirements:**
- Cover letter detailing how your education and experience meets the requirements of the position
Resume
BEFORE submitting an application, all applicants must take a typing test at the Texas Workforce Commission (TWC) and provide documentation of a net score of 40 correct wpm.
- To Apply:**
- Submit a complete (no blanks) State of Texas Employment Application along with the additional requirements listed above to: human.resources@trec.texas.gov
- Contact:**
- Glenn Tramel, Human Resources 512-936-3604

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